



LOCAL GOVERNMENT CARD MAINTENANCE FORM

(1) TYPE OF CARDHOLDER MAINTENANCE REQUEST ("X" all applicable)

- ☐ A. Cardholder Information Change ☐ E. Single Transaction Limit Change
☐ B. Hierarchy Change ☐ G. Account Closure*
☐ C. MCC/Blocking Change ☐ H. Reopen Account
☐ D. Credit Limit Change ☐ I. Real Time Access

Reason (Section VI) _____ Other Changes _____

***ACCOUNT CLOSURE PARAMETERS**

1. Program Coordinator needs to advise cardholders to destroy their card(s).
2. Program Coordinator must state reason account is being closed. (i.e., resigned, terminated, deceased, retired, duplicate account, closed by Entity or Dept., transferred to another department.) Other _____

CARDHOLDER INFORMATION (Please Print)

(2) _____
First Name of Cardholder Middle Initial Last Name (maximum 25 characters)

(3) _____
Entity Name (Maximum 25 characters)

(4) _____ (5) _____
4th Line Embossing (Maximum 10 characters) Entity Tax ID # (Maximum 9 characters)

(6) _____
Statement Billing Mailing Address Line 1 (Maximum 25 characters)

(7) _____
Statement Billing Mailing Address Line 2 (Maximum 25 characters)

(8) _____
City State Zip Code

(9) _____
Business Phone Number Home Phone Number Cell Phone Number

(10) _____ (11) _____ (12) _____
Email Address Employee ID # (Maximum 9 characters) Entity ID (Maximum 9 characters)

AUTHORIZATION / REPORTING PARAMETERS

(13) New Credit Limit \$ _____ New Single Transaction Limit \$ _____ Account Restrictions _____

*Level Description _____
(Level 3) (Level 4) (Level 5) (Level 6) (Level 7)

Entity ID # _____ maximum 8 numeric characters- assigned by United Bank

Add D.Cal Access ☐ Yes ☐ No ☐ View Only ☐ Account Reconciliation ☐ Approver

*See Instructions for completing Level Descriptions.

PROGRAM COORDINATOR SIGNATURE AND TELEPHONE NUMBER

(14) _____
Program Coordinator's Signature Date

_____ Date
Program Coordinator's Name (printed)

Program Coordinator's Business Phone Number _____ Fax _____

Program Coordinator's Email Address _____ Pin _____

WVSAO Purchasing Card Administration Signature _____